IHIMS TIPS and FAQs

Installation Instructions:

- Since IHIMS is an old program, it is not very forgiving. For installation on stand-alone computers, follow the installation instructions exactly and call if you have any questions or problems. 757-953-0724 or DSN 377-0724. If I can't help, I'll talk to the programmer.

- For installation on shared computers or networks, call for specialized instructions. 757-953-0724 or DSN 377-0724. If I can't help, I'll talk to the programmer.

Downloading And Extracting The Installation Files For Stand-Alone Computers:

- As explained in the installation instructions (but not in these same words), when you download IHIMS, put the UNZIP.ZIP in it's own empty directory. Then when you extract the files from UNZIP.ZIP, extract them to the same directory where UNZIP.ZIP is and run SETUP.EXE from that same directory. (For example: Download UNZIP.ZIP to the empty directory D:\IHIMSY2K. When you extract the files from UNZIP.ZIP, extract them to D:\IHIMSY2K as well. Then, also run SETUP.EXE from D:\IHIMSY2K.) Do not try to extract the files from UNZIP.ZIP directly to C:\DB4\IHIMS or run SETUP.EXE directly from C:\DB4\IHIMS instead, as it will cause a file open error when you run SETUP.EXE.

- SETUP.EXE puts all the files where they need to go. SETUP.EXE creates C:\DB4 and it's subfolders if they do not already exist. If C:\DB4 already exists, SETUP.EXE will update the files by automatically overwriting existing files of the same name. To update the program you need to allow the overwriting of the existing files. SETUP.EXE also will ask if you want to overwrite existing printer files. However, you do not have to say yes to overwriting the existing printer files.

Choosing Printers During Setup During Installation:

- The Setup program asks you many questions, including picking a printer from a list. Often you will not see your printer on that list. That list of printers is from the old days where everyone had a LPT 1 printer hooked directly to their computer. If you have that type of printer setup and can't find an appropriate choice from the list, please call.

- Nowadays, most people are on network printers. If you are on a network printer, it does not matter which printer you pick during Setup, since IHIMS will not use that choice.

Printing From IHIMS:
In Breathing Zone
Air Sample Tables for Reports -
- The printing choice is "Create MS Word (RTF) File". This choice automatically gives you a path C:\db4\files and prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc...   From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

Air Sample Result Analysis List -
- The printing choice for the result list is "List Results to RTF File". The printing choice for the statistical summaries is just choosing the summary you want to print. These choices automatically give you a path C:\db4\files and prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

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Print Air Sample SF600s -
- There is no printing choice. The printing for this report is automatic after you answer the questions to choose the SF600s you want to print. You are automatically given a path C:\db4\files and it prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc... From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

In Noise Dosimetry

Standard Noise Dosimetry Sample Table or Noise Dosimetry Table (Dose) - Both of these tables have the same printing choices - "Print Table From Dbase" and "Create MS Word (RTF) File".

- "Print Table From Dbase" choice is only for people who have the old LPT 1 printer hooked directly to their computer. This choice directly prints out the report.

- "Create MS Word (RTF) File" choice automatically gives you a path C:\db4\files and prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc... From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

Noise Dosimetry Summary -
- <u>Result List</u> - The printing choices for the result list are "Print Noise Dosimetry Results (Dbase)" and "Noise Dosimetry Results (RTF File)".
  - "Print Noise Dosimetry Results (Dbase)" choice is only for people who have the old LPT 1 printer hooked directly to their computer. This choice directly prints out the report.

  - "Noise Dosimetry Results (RTF File)" choice automatically gives you a path C:\db4\files and prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc... From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

- <u>Statistical Summaries</u> - The printing choice for the statistical summaries is just choosing the summary you want to print. These choices automatically give you a path C:\db4\files and prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.
The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc... From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

Print Noise Dosimetry Sample SF600s -
- There is no printing choice. The printing for this report is automatic after you answer the questions to choose the SF600s you want to print. You are automatically given a path C:\db4\files and it prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc... From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

In General Area

    General Area Sample Table -

- There is no printing choice. Once the query is entered and the question whether you want to do more is answered, a .rtf file is automatically generated and saved. The report you want to print is saved in C:\db4\files with a computer generated filename. The computer generated filename starts with "ge" and has 8 characters and ends with .rtf.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc...   From here, you will probably want to rename it to something meaningful. (Windows does not have the 8 character restriction.) The file will open in Microsoft Word. You can edit it just like any other Word document.

In Bulk/Wipe

    Bulk Sample Table -

- There is no printing choice. Once the query is entered and the question whether you want to do more is answered, a .rtf file is automatically generated and saved. The report you want to print is saved in C:\db4\files with a computer generated filename. The computer generated filename starts with "bt" and has 8 characters and ends with .rtf.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc...   From here, you will probably want to rename it to something meaningful. (Windows does not have the 8 character restriction.) The file will open in Microsoft Word. You can edit it just like any other Word document.

    Wipe Sample Table -

- There is no printing choice. Once the query is entered and the question whether you want to do more is answered, a .rtf file is automatically generated and saved. The report you want to print is saved in C:\db4\files with a computer generated filename. The computer generated filename starts with "wp" and has 8 characters and ends with .rtf.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc...   From here, you will probably want to rename it to something meaningful. (Windows does not have the 8 character restriction.)

The file will open in Microsoft Word. You can edit it just like any other Word document.

In Miscellaneous

Notification Letters - The printing choices for the notification letters are "Print Notification From IHIMS" and "Create MS Word (RTF) File" .

- "Print Notification From IHIMS" choice is only for people who have the old LPT 1 printer hooked directly to their computer. This choice directly prints out the report.

- "Create MS Word (RTF) File" choice automatically gives you a path C:\db4\files and prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc...   From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

Quality Assurance: List Logbook, List Missing Samples, List Missing Results, List Missing TWAs or Count By Sampletype -
- There is no printing choice. The printing for any of these reports is automatic after you answer the questions to choose exactly what you want to print. You are automatically given a path C:\db4\files and it prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc...   From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

List Command or List Command and Shop or OPCODE Task List for a Shop -
- There is no printing choice. The printing for any of these reports is automatic after you answer the questions to choose exactly what you want to print. You are automatically given a path C:\db4\files and it prompts you for just a filename. The filename can be what you want but needs to end with .rtf. Since this is an old dBase program it wants the filename to be 8 characters. (If it is bigger it will still save it, but will truncate the name.) The report you want to print is saved in C:\db4\files.

  The report can be found using My Computer (usually on your Windows desktop) and going to the C: drive, the db4 folder and the files subfolder. From here you can print the file, open the file, rename the file, move the file, copy the file, etc... From here if you want to rename it to a longer filename, you can. (Windows does not have the 8 character restriction.) If in IHIMS you put in too big of filename and it was truncated, from here you can rename it whatever you want ending with .rtf and open it just fine. The file will open in Microsoft Word. You can edit it just like any other Word document.

Consistency and Searchability:
- The power of IHIMS is in the ability to search your data. In order to effectively search, consistency in data entry is key. A lot of the fields are free text fields. Therefore, you have to be careful about consistently entering in the data. For example, over the years you perform noise dosimetry on Sheet Metal Mechanics. In the Job Title field sometimes you enter Sheet Metal Mechanic or sometimes you enter Sheetmetal Mechanic or sometimes you enter SMM, etc.... Later, you want to search for all the noise dosimetry data for Sheet Metal Mechanics at a Command. This is now hard to do because data entry was not entered consistently.

Editing or Deleting Breathing Zone Air Sample Data:
- When you edit or delete existing breathing zone air sample or result data, please keep in mind that the TWA record is not automatically changed. For example, if you change the OPCODE in the breathing zone air sample edit screen, this will not automatically update the OPCODE on the TWA record. Another example, if the result is changed or a stressor added or deleted for a breathing zone air sample, this will not automatically update the TWAs or stressors on the TWA record. Whenever you edit or delete breathing zone air sample or result data, you need to go back in and edit/recalculate the TWAs for the sample, making the necessary changes. Otherwise, you may have mismatched data that causes problems when you are searching.